

# TOWN OF BERNALILLO

## Business Registration Application

**!!!Please Print or Type!!!**

**1. NAME OF BUSINESS:** \_\_\_\_\_ Phone: \_\_\_\_\_

a) Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

b) Location of Business: \_\_\_\_\_

*(Physical Street Address Only, No P.O. Boxes)*

**2. NAME OF APPLICANT:** \_\_\_\_\_ Phone: \_\_\_\_\_

a) Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**3. NEW MEXICO CRS I.D. NUMBER:** 0 - - - - - 0 0 - - - - -

**ALL BUSINESSES MUST PROVIDE A CURRENT COPY OF THE CRS TAX ACCOUNT STATUS FORM PROVIDED BY THE NEW MEXICO TAXATION AND REVENUE DEPARTMENT.**

**4. NATURE OF BUSINESS:** \_\_\_\_\_

a) Number of Employees at this location: \_\_\_\_\_

b) Ownership Type:  Individual  Partnership  Corporation  LLC

c) Registration Type:  New Business **OR**  Renewed Business

**COPIES OF ALL REQUIRED LICENSURES MUST BE ATTACHED TO THIS APPLICATION I.E....BARBER, FOOD SERVICE**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PLEASE PRINT NAME:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**Attention: If the business operates in multiple jurisdictions, use GRT Location Code 29-120 for the Town of Bernalillo.**

**FOR OFFICE USE ONLY (within this box)**

\$ \_\_\_\_\_ **\$35.00** Business Registration Fee is payable to the Town of Bernalillo with application  
**The Business Registration Fee cannot be prorated for a partial year.**

\$ \_\_\_\_\_ **\$10.00** Late Fee is due if renewal is after JANUARY 31st of each calendar year.

\$ \_\_\_\_\_ **Amount Received**

Receipt Number # \_\_\_\_\_

Business License # \_\_\_\_\_

Payment Received By & Date: \_\_\_\_\_

Date Received: \_\_\_\_\_

Zoning Approval By: \_\_\_\_\_ Zoning: \_\_\_\_\_ License Approval By: \_\_\_\_\_



# Town of Bernalillo

*"The City of Coronado"*

**Mayor**  
Jack Torres

**Council**  
Vincent Montoya  
Dale R. Prairie  
Sharon Torres-Quintana  
Phillip Valverde

## Business License Checklist

**ALL THE FOLLOWING COMPONENTS ARE NEEDED TO COMPLETE BUSINESS LICENSE APPLICATION WITHIN 7-10 BUSINESS DAYS.**

- Completed in full Business License Application** (ordinance #165)
  - \$35 fee for calendar year, January – December
  - \$45 for late renewals (after January 31<sup>st</sup>)
- Tax Account Status Document** with a status of **"In Compliance"** (ordinance #260)
  - *Directions for accessing this information can be found on the next page*
- State Licenses** or Health Department Permits, if applicable:
  - Examples include:
    - Auto Mechanic License
    - Barbers License
    - Construction License
    - Doctoral License
    - Electrician License
    - Etc.

Payment of the Business License Application fee can be submitted in cash, check, money order or credit card (Visa, MasterCard, Discover), however processing does not take place until the very end of the license application process. **If paying with a credit card, after submittal, the P&Z Clerk will contact you for payment.**

*Make checks or money orders payable to: **Town of Bernalillo***

***If any documents are missing, this may delay the application process.***

Business Licenses will be mailed to the business mailing address on file. For new businesses, applications are available on-line at [www.tobnm.gov](http://www.tobnm.gov) or may be picked up at Town Hall.

**Attention: If the business operates in multiple jurisdictions, use GRT Location Code 29-120 for the Town of Bernalillo.**

# Instructions on Obtaining Tax Account Status Form



## Businesses

Manage items for my business.

- > Apply for a New Mexico Business Tax ID
- > Check New Mexico Business Tax ID Status
- > View Business Location Rates
- > Update My Employer ID
- > Learn More About Registering Your Business

The following page will be

**CRS Tax Account Status Form** with the following information:

- Company Name
- NM CRS ID
- Status - **MUST HAVE A STATUS OF "IN COMPLIANCE"**
- Date of Status
- Status confirmation number

Click on

**"PRINT CONFIRMATION PAGE"**

**Printed copy of CRS Tax Account Status Form must be attached to Business License Application**

You will need to enter the following information:

- CRS ID Number
- 5-Digit Zip Code
- Last 4 digits of FEIN or SSN or ITIN

Go to the following website:

**<https://tap.state.nm.us/tap>**

Click on **"CHECK NEW MEXICO BUSINESS TAX ID CRS STATUS"** under Businesses

Fill in required information on **next page**

Press *Next*

Press *Submit*

CONFIRMATION

CRS Tax Account Status Form

Company Name : Doe Rae Me 00-000000-  
NM CRS ID : 00-0  
Status : **Your CRS account is IN Compliance**  
Date of Status : 1/9/2017  
Status confirmation number is: 0-000-000-000

Print Confirmation Page

# Sandoval County Questionnaire

The following information has been requested by the Sandoval County Business Development Office. They are requesting this information to better track the growth and business type that is present in the county. For more information, please contact the Sandoval County Business Development Office at (505)867-8687.

1. Is this business:

- a.  New      b.  Change of Location      c.  Home Based

2. Does your business derive over 51% of its income from outside the state of New Mexico?

- a.  Yes      b.  No

3. Please describe your business:

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4. NAICS Code Number (see list below): \_\_\_\_\_  
 (please visit [census.gov/eos/www/naics](http://census.gov/eos/www/naics) for more information)

|       |   |    |   |
|-------|---|----|---|
| 11    | Agriculture, Forestry, Fishing, & Hunting | 53 | Real Estate, Rental, & Leasing                                    |
| 21    | Mining, Quarrying, & Oil/Gas Extraction   | 54 | Profession, Scientific, & Technical Services                      |
| 22    | Utilities                                 | 55 | Management of Companies & Enterprises                             |
| 23    | Construction                              | 56 | Administrative, Support, Waste Management, & Remediation Services |
| 31-33 | Manufacturing                             | 61 | Educational Services  |
| 42    | Wholesale Trade                           | 62 | Health Care & Social Assistance                                   |
| 44-45 | Retail Trade                              | 71 | Arts, Entertainment, & Recreation                                 |
| 48-49 | Transportation & Warehousing              | 72 | Accommodation & Food Services                                     |
| 51    | Information                               | 81 | Other Services (except Public Administration)                     |
| 52    | Finance & Insurance                       | 92 | Public Administration   |